

EASTCONN Head Start Policy Council

Tuesday, March 21, 2017

5:30 p.m. Dinner

6:00 p.m. Meeting

Hampton, Central office

AGENDA

Time	Item	Pre work	Outcome
5:30	Dinner		
6:00	Call to order/Introductions		
6:05	Audience of citizens		
6:10	Approval of minutes	Review minutes	Minutes approved
6:15	Director's Report Attendance <ul style="list-style-type: none">• Enrollment• Fiscal Report• Meal Count• Program Information Summary (UConn data midyear check in)	Review materials	Members informed; Decision made
7:00	School Readiness for EHS		Members Informed
7:15	Policy Council Committees		Updated
7:30	Center Reports		Members informed
7:45	Set April agenda		Decision made
7:55	Adjournment		



Policy Council Minutes February 21, 2017

Minutes taken by D. Usher

Call to Order

Meeting called to order at 6:00 PM by J. Arais-Garcia

In Attendance: L. DeBella, J. Basley, R. Platt, J. Arias-Garcia, D. Usher, G. Oduro, H. Murtagh, D. Gozemba, and A. Sousa

Approval of Minutes

Motion made by D. Usher seconded by J. Basley

Passed 6 approved; 1 Abstention

Director's Report

Attendance/Enrollment: Reviewed and discussed program openings.

Fiscal Report: Reviewed and discussed.

Meal Counts: Reviewed and discussed.

Program Information Summary: Information regarding School Readiness outcomes was disseminated.

School Readiness updates:

H. Murtagh presented goals for kindergarten eligible children.

Goals reviewed and discussed.

Self Assessment

Reviewed information collection dates, focal points to be discussed as well as a discussion on needing to focus as a team. There will be 5 groups consisting of 3 people each..

Motion made by L. DeBella seconded by G. Oduro

Passed unanimously ; No Abstentions

Policy Council Committees:

Hiring: Met on 2/21/2017 from 5:15-6:00.

- Basic Head Start floater: candidate is a Head Start parent

Motion made by J. Arias Garcia seconded by D. Usher

Passed Unanimously; No Abstentions

Parent Engagement: Scheduled to be held before the March Policy Council meeting.

Planning: to be held on 3/8/2017; 5-year goals action plans data to be reviewed.

Personnel & Hiring: Committee to review procedures. Next meeting is scheduled before the March Policy Council meeting.

Approved by Policy Council

Center Reports:

Killingly:

- Health and Dental programs were successful

Putnam:

- Homebase Family Connections at Moosup Gardens will be held weekly on Thursdays from 9-11

Stafford:

- Yoga with Family Resources Center
- Cook-off

Vernon:

- Snowflake festival
- Dental van visited in December
- Jumpstart

March 2017 Agenda:

- UCONN data- mid year check in
- School Readiness data on EAS

Adjournment:

Motion made by L. DeBella seconded by G. Oduro

Meeting Adjourned 7:50

Passed Unanimously; No Abstentions; All in Favor

**EASTCONN Head Start and Early Head Start
Financial Report for Policy Council and Executive Board
Program Year of February 1, 2017 to January 31, 2018**

Reporting Period of February 1, 2017 to February 28, 2017

Category	BUDGETED AMOUNT	INCURRED EXPENSES	Available Budget	
			\$	%
Basic Head Start				
EASTCONN Administered Programs				
Personnel	770,265	49,673	720,592	94%
Fringe Benefits	305,976	21,883	284,093	93%
Supplies	16,200	-	16,200	100%
Contractual	202,135	2,138	199,997	99%
Other	67,744	3,542	64,202	95%
Sub-total EASTCONN	1,362,320	77,236	1,285,084	94%
Windham - Contracted Activity	934,895	-	934,895	100%
Indirect Expense	133,738	7,446	126,292	94%
Total Basic Head Start	2,430,953	84,682	2,346,271	97%
Basic Head Start - Training				
Training & Technical Assistance (All Eastconn)	37,473	1,284	36,189	97%
Early Head Start				
EASTCONN Administered Programs				
Personnel	718,602	44,060	674,542	94%
Fringe Benefits	270,729	19,762	250,967	93%
Supplies	36,797	-	36,797	100%
Contractual	82,691	1,069	81,622	99%
Other	123,707	4,896	118,811	96%
Sub-total EASTCONN	1,232,526	69,787	1,162,739	94%
Stafford - Contracted Activity	91,515	-	91,515	100%
Windham - Contracted Activity	925,625	-	925,625	100%
Indirect Expense	123,636	6,727	116,909	95%
Total Early Head Start	2,373,302	76,514	2,296,788	97%
Early Head Start - Training				
Training & Technical Assistance (All Eastconn)	37,474	2,350	35,124	94%
One-Time Funds: See Note				
EASTCONN-Renovation-Westcott Road	249,000	-	249,000	100%
EASTCONN-Equipment	47,000	-	47,000	100%
EASTCONN-Supplies	9,000	-	9,000	100%
Sub-total EASTCONN	305,000	-	305,000	100%
Grand Total				
EASTCONN	2,899,846	147,023	2,752,823	95%
Stafford	91,515	-	91,515	100%
Windham	1,860,520	-	1,860,520	100%
Training & Technical Assistance	74,947	3,634	71,313	95%
Indirect Expense	257,374	14,173	243,201	94%
Total	5,184,202	164,830	5,019,372	97%

* Includes \$0 in credit card expenditures

Note: The one time funds budgeted is an estimate of amount to be carried over from prior grant award. Final amount will be determined after prior year grant has been closed out.

EASTCONN Head Start Attendance and Enrollment Report February 2017

Basic Head Start		Funded Enrollment	Actual Enrollment	Attendance	30 Day Vacancies	Waiting List
EASTCONN						
Northeast	Putnam Full Day	13	13	88%	0	6 - IE 100% 3 - 130% 13 - OI 2 - Foster 0 - Homeless 1 - Public Assistance
	Killingly Full Day	16	16	83%	0	
	Killingly AM	16	16	86%	0	
	Plainfield Full Day	16	16	85%	0	
Vernon	Lake Street Room 1 FD	16	16	92%	0	2 - IE 100% 0 - 130% 5 - OI 0 - Foster 0 - Homeless 0 - Public Assistance
	Lake Street Room 2 FD	16	16	90%	0	
Northeast/Vernon Total		93	93			
WINDHAM						
Prospect Street	Room 3 Samantha	14	14	88%	0	7 - IE 100% 2 - 130% 3 - OI 0 - Foster 0 - Homeless 0 - Public Assistance
	Room 9 Karen	13	13	92%	0	
	Room 10 Martha	13	13	92%	0	
	Room 11 Kate	11	11	91%	0	
	Room 14 Jane	9	9	96%	0	
	Room 16 Stephanie	12	12	89%	0	
	Room 18 Jayne	12	12	85%	0	
	Room 19 Debbie	15	15	92%	0	
	Room 200 Alicia	7	7	95%	0	
	Room 202 Beatriz	7	7	95%	0	
Room 204 Antonia	9	9	97%	0		
Windham Total		122	122			
Program Total		215	215			

Reasons Attendance is below 85% - Illness, Transportation issues

EASTCONN Early Head Start Attendance and Enrollment Report February 2017

Early Head Start		Funded Enrollment	Actual Enrollment	Attendance	30 Day Vacancies	Waiting List
EASTCONN						
Northeast	Killingly Room 1	8	8	74%	0	8-IE 100% 1-IE 130% 8-OI 2-Homeless 1-Foster 2-Public Assistance
	Killingly Room 2	8	8	88%	0	
	Plainfield EHS	8	8	93%	0	
	Home Based	42	42	N/A	0	
	Northeast Total	66	66			
WINDHAM						
Windham High School	Panda 113	8	8	90%	0	5 - IE 100% 5 - 130% 5 - OI 0 - Homeless 0 - Foster 0 - Public Assistance
	Monkey 114	8	8	84%	0	
	Giraffe YPP 115B	8	8	65%	0	
	Kangaroo 116A	8	8	89%	0	
	Lion 117	8	8	74%	0	
Prospect St	Home Based	60	60	N/A	0	
	Windham Total	100	100			
STAFFORD						
West Stafford	Expansion Home Based	17	17	N/A	0	5 - IE 100% 0 - 130% 1 - OI 1 - Homeless 0 - Foster 0 - Public Assistance
	Stafford Total	17	17			
	Program Total	183	183			

Reasons Attendance is below 85% - Illness, Transportation issues, Vacation

EASTCONN Head Start/Early Head Start Meal Counts 2016-2017

	Windham			Vernon			Northeast			Total/Month
	Breakfast	Lunch	Snack	Breakfast	Lunch	Snack (AM)	Breakfast	Lunch	Snack	
July	347	394	337	0	0	0	158	180	57	1473
August	310	348	300	0	0	0	184	190	75	1407
September	2971	2531	382	631	631	631	1225	1063	569	10634
October	3459	2838	404	564	564	564	1306	1073	492	11264
November	3926	3231	411	509	509	509	1225	1006	453	11779
December	2870	2641	309	501	501	501	1026	139	1083	9571
January	3761	3399	2474	568	568	568	1361	1103	462	14264
February	2416	2589	2029	495	495	495	859	788	311	10477
March										0
April										0
May										0
June										0
Grand Total										70869

Early Head Start School Readiness Goals from Creative Curriculum Assessment

Children are assessed four times a year during a year round program. The following results are taken from the Spring 2016 Assessment period, to show end of year results from 2015-2016 program year, and the Fall 2016 Assessment period to show beginning of the year results from the 2016-2017 program year. Child are assessed on an age appropriate level, so children age 2 have higher standards to achieve than children who are under age 2.

School Readiness Goals from the Creative Curriculum Assessment	Spring 2016 Children age 2-3	Fall 2016 Children age 2-3	Winter 2017 Children age 2-3	Spring 2016 Children age 1-2	Fall 2016 Children age 1-2	Winter 2017 Children age 1-2	Spring 2016 Child under 1	Fall 2016 Children under 1	Winter 2016 Children under 1
Number of Children assessed	46	57	59	25	51	53	22	32	48**
Objective 1: Trusts known, caring adults	100%	88%	98%	100%	98%	100%	91%	81%	71%
Objective 2: Regulates own behavior	100%	93%	98%	100%	82%	96%	91%	59%	73%
Objective 3: Manages own feelings	93%	82%	92%	84%	69%	83%	91%	63%	63%
Objective 7: Uses personal care skills	93%	74%	78%	92%	71%	85%	72%	28%	56%
Objective 8: Demonstrates basic gross motor skills	100%	98%	100%	100%	82%	100%	91%	63%	65%
Objective 9: Demonstrates based fine motor skills	93%	93%	100%	96%	84%	94%	82%	50%	58%
Objective 10: Sustains attention	84%	88%	95%	96%	84%	98%	64%	53%	63%
Objective 13: Shows a beginning understanding that things can be grouped	98%	81%	90%	96%	78%	87%	95%	53%	69%
Objective 14: Uses problem solving strategies	96%	77%	90%	88%	78%	91%	82%	31%	48%
Objective 16: Develops receptive language	96%	93%	98%	96%	88%	94%	100%	75%	75%
Objective 17: Develops expressive language	100%	95%	93%	88%	76%	89%	86%	66%	65%
Objective 20: Shows an awareness of pictures and print	96%	77%	80%	76%	61%	75%	82%	41%	54%

*Results are the percentage of children who are emerging or mastering the expected age appropriate benchmarks.

** It is important to note that the number of children under age 1 has drastically increased from Fall 2016 to Winter 2017. This number represents newly enrolled infants, as well as infants who were born to an enrolled prenatal mother.